

DEPARTMENT OF CORRECTIONS WASHINGTON STATE PENITENTIARY VISIT GUIDELINES

The Department of Corrections welcomes you to the Washington State Penitentiary. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. All Department of Corrections facilities are chewing gum and tobacco-free. Please read and focus on the guidelines so you may have an enjoyable visit. All visitors are required to bring a current (official) identification card.

WHO CAN VISIT

Each inmate may have up to fifteen (15) approved visitors per visit. If room and furniture allow. Note: An inmate may not be available for a visit.

Reminder: If you no longer wish to be on the approved visitor list, please submit a written request to be removed.

Minors may visit with an approved escort only.

WHEN YOU CAN VISIT

Unit visiting days for the Main Institution (MI) and the West Complex (WC) are scheduled on a rotating basis. The visiting schedule is published for the calendar year and is available to all inmates. You can obtain a copy of the schedule from the inmate you plan to visit or from Public Access staff after your first visit. You may also call (509) 525-3610 extension 6131 or 6167 (MI) and 5031 or 5058 for (WC), for information regarding the next visiting day for a specific unit.

The inmate you are visiting can request arrangements for special situations.

VISITING SCHEDULES

Main Institution: Visiting days/hours are Saturday through Tuesday, 9:30 a.m. to 7:00 p.m. You may leave at any time but you may only enter the facility during a scheduled processing time. If you are late or miss a scheduled processing time, you will be required to leave the facility. You are welcome to return for the next scheduled processing time. Processing times are:

9:30 a.m. to 10:15 a.m.
11:15 a.m. to 12:00 p.m.
2:00 p.m. to 2:30 p.m.
5:00 p.m. to 5:30 p.m.

NOTE: If you have made arrangements to pick up property belonging to an inmate, your visit must end at 6:30 p.m.

West Complex: Visiting days/hours are Saturday through Tuesday 9:15 a.m. to 6:45 p.m. You may only enter during a scheduled processing time. If you are late or miss a scheduled processing time, you will be required to leave the facility. You are welcome to return for the next scheduled processing time. Processing times are:

IN-PROCESSING

9:15 a.m. to 10:15 a.m.
12:30 p.m. to 1:00 p.m.
2:00 p.m. to 2:30 p.m.
5:00 p.m. to 5:30 p.m.

Minimum Security Unit (MSU): Visiting days/hours are Saturdays and Sundays and state holidays that fall on a Monday or Tuesday. MSU has specific visit periods. You may only enter the facility at an "in-processing" time processing" time. You are welcome to return for the next scheduled visit period. Visit period/processing times are:

IN-PROCESSING

8:00 a.m. to 9:00 a.m.
12:00 p.m. to 12:30 p.m.
5:00 p.m. to 5:30 p.m.

Segregation and Intensive Management Unit (IMU): No-Contact visits are possible for immediate family members of inmates housed in IMU or the Segregation Unit. Visits are based on space availability on a first-come, first-served basis. The visit must be scheduled at least twenty-four (24) hours in advance by calling (509) 525-3610 extension 6131 or 6167 (MI) and 6167 or 6167 (WC) between the hours of 5:45 a.m. and 10:15 p.m., seven days a week. All scheduled appointments are tentative and based on inmate behavior. ***On the day of the visit***, visitors should call the Public Access Desk one hour in advance to confirm the visit. Typically, visits for these units are one (1) to two (2) hours in duration. You may only enter the facility at one of the processing times:

IMU	12:30 p.m. to 1:00 p.m.
Segregation	12:00 p.m. to 12:30 p.m.

When visiting Segregation or IMU, visitors are not permitted to bring money/smart card. Visitors must comply with the visitor's dress code and may bring 1 key to their visit. All visitors are required to bring a current identification card.

HOW YOU GET HERE

The Washington State Penitentiary is located at 1313 N. 13th Avenue, Walla Walla, WA 99362

- From Westside of the state: Take I-5 to I-90. Take I-90 East toward Spokane. Go over Snoqualmie Pass to Ellensburg. From Ellensburg, take I-82 South to Richland.
- From Richland, take I-182 East to Pasco (also posted as Highway 12). Continue on Highway 12 all the way to Walla Walla. Take the Dell Avenue exit (on the left) to the "T" intersection one block North. Go right on Dell Avenue about six blocks to the intersection of Dell and 13th Avenue North. Turn left on 13th Avenue North. If visiting in the MI or MSU, turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU, turn left into the West Complex visitor parking lot.
- Coming from east of Walla Walla, take Highway 12 West to the 2nd Street exit. Turn right on 2nd Street then right onto West Pine Street. Go approximately ½ mile and then turn right onto 13th Avenue North. If visiting in the MI or MSU, turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU, turn left into the West Complex visitor parking lot.
- Coming from South of Walla Walla, take Oregon Highway 11 into Washington. Turn slightly right onto WA 125 North and continue on for approximately 6 miles. Turn left onto West Pine Street. Go approximately ½ mile and turn right onto 13th Avenue North. If visiting in the MI or MSU, turn left into the entrance of the lower parking lot of the Washington State Penitentiary. If visiting in the WC or IMU, turn left into the West Complex visitor parking lot.
- If you need additional directions or assistance please call: (509) 525-3610. If you will be visiting with a Main Institution, MSU, 4 Segregation inmate, ask for extension 6131. For questions regarding the West Complex or IMU, ask for extension 5058 or 5031.

Parking Information

To ensure the safety of all, persons who will not be visiting (including children and pets) must not be left in cars or on facility grounds.

- Park your vehicle in the section marked "visitor parking."
- Physically Challenged Information – If you need special assistance, please call (509) 525-3610, extension 6131 at least one hour prior to your visit and report 15 min prior than regular processing time to arrange for special transportation from the handicapped parking section at the west complex. (all visitors that need physical assistance will be required to park at the West Complex.)

WHAT TO DO WHEN YOU ARRIVE

Visitor Check-in

Visitors are welcome to arrive thirty (30) minutes prior to their visit. However, you must wait in the parking lot until your respective processing time begins. Lock your vehicle. If visiting the MI or MSU, please proceed up the stairs to the Main Gate House. Show your identification to the Correctional Officer and s/he will direct you to the Public Access area. If visiting the WC or an IMU, enter the West Complex through the Visitor entrance. Show your identification to the Public Access Staff.

DOC/WSP VISIT GUIDELINES

Please inform staff in advance if you need to share bad or sad news with the person you are visiting.

Visiting Processing

All visitors must report to either Main institution or West complex Public Access area's for processing. When you arrive, you will check in with the Officer stationed behind the Public Access desk. First time visitors will have their picture taken.

Main Institution visitors must complete a "Report of Visit to Inmate" and give it to the Officer. WC visitors will be assigned a table at the time of check-in. You will be directed to have a seat. An Officer will then call your name and ask you to place your personal property on the search desk. The Officer will search your belongings and have you walk through the metal detector. An Officer of the same gender will ask your permission to search your person and will conduct a pat search. You will then be directed to your next destination.

Restroom Use

Visitor's restrooms are clearly marked. If you need to use the restroom, notify a Floor Officer prior to entering the restroom. All visitors shall be pat searched prior to re-entering the visiting room.

Loitering in the restroom area is not allowed. Restroom access times will be posted in the Visiting Room.

Identification

All visitors, 16 years and older, will be asked to show valid, current photo identification (e.g., driver's license, passport, military or government identification, tribal identification, alien registration, student identification).

Searches

Visitors will be asked to sign a search permission form which is required for visiting. Pat searches, vehicle searches, personal property searches and/or canine searches may be conducted.

Carry-Ins

The following items must be contained in a clear plastic coin purse or plastic bag:

Money - Until May 31, 2008, each visitor is allowed \$15.00 in change. **Beginning June 1, 2008** cash will no longer be allowed in the visiting rooms. The Washington State Penitentiary will be going to a cashless vending system (smart card) for the inmate visiting rooms.

The cashless system will be a card reading system and will work as follows:

1. Visitors will purchase and value a card from a "cash-to-card" location at the West Complex Public Access or East Complex Public Access area of the institution. The price of the card (not the value) will be \$ 2.00 each.
2. A \$5.00 bill must be used when purchasing a card. The card purchased will have a \$3.00 credit (\$2.00 for the card and \$3.00 worth of credit).
3. Once the card is purchased, additional money may be added up to a maximum of \$15.00. A card cannot have more than \$15.00 credit nor will the vending machine accept a card with more than \$15.00 credit.
4. Exact change must be used to add money to the card because the "cash-to-card" unit does not make change.
5. The "cash-to-card" center or vending machines will not accept cards from any location other than the Washington State Penitentiary.

When the card has value, a purchase can be made from the vending machines in the visit room. To use the card, put it in the machine, make a selection, and then remove the card. After the credit on the card is used, additional money may be added to the same card at one of the "cash-to-card" locations.

Once the card is purchased, it becomes the property of the visitor. Neither the state nor Swire Classic Vending will give a refund should the card be lost or stolen. It is recommended that the purchaser write their name on the card immediately after purchase. In the event of a machine does not vend the selected product, proper refunds will be made.

- Keys – A vehicle driver may keep one manual car key or locker key (from facility provided lockers) on a non-charmed key ring. Any additional keys can be secured in your vehicle or in a locker located in the Gate House. Gate House lockers are available at a cost of .25 cents.
- Small comb or brush.
- Medical - Visitors are allowed life sustaining medications or medical equipment needed during the visiting period if the visitor provides proof of prescription of medically authorized need.

HOW TO ENJOY YOUR VISIT

The following guidelines are in place to ensure a safe and pleasant visit.

Continuation of your visit and visiting privileges will depend on:

- Arriving without having consumed alcohol and/or illegal substance or being in possession of contraband.
- Visitors and/or the inmate following Facility Visit Guidelines.
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health and safety of any visitor, inmate, or staff.

Dress standards are necessary to ensure the safety and security of visitors and inmates to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. The visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear and accessories. The following guidelines apply to visitors five years and older:

Clothing

- All clothing must be clean and in good repair free from holes, rips, or tears.
- Undergarments must be worn to include briefs and brassieres (with no under wires) for females. Males must wear briefs or boxers.
- Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff, bare back when arms are raised or bare chest.
- Pantyhose and briefs must be worn with dresses or skirts.

Footwear

- All visitors must wear socks, stockings, or pantyhose.
- Shoes, sandals and boots must be in good repair

Accessories

- Jewelry
 - ✓ Four pieces of jewelry in piercing (e.g., one nose, one lip, and two ears; or, the combination of four pieces of pierced jewelry).
 - ✓ One watch
 - ✓ Wedding ring set and one ring
 - ✓ Two necklaces
 - ✓ Two bracelets
- Two pair of eyeglasses (to include one non-reflective pair of sunglasses for outside visits only).
- A belt
- Headgear or hair ornaments only when medically required with written verification or as part of a recognized religious practice.

As a courtesy to others, do not wear a large amount of perfumes, colognes, or oils.

PROHIBITED CLOTHING ITEMS INCLUDE, BUT ARE NOT LIMITED TO:

1. Items with holes, rips, tears, quilted, or with drawstrings. No fishnet nylons. No long underwear.
2. Low cut tops and bottoms (clothing must not expose undergarment, cleavage, stomach/midriff, or bare back when arms are raised).
3. Sheer, transparent, or mesh fabrics (other than hosiery) that is see-through or that exposes undergarments through the fabric.
4. Tight fitting clothing (i.e., spandex, lycra or other rubberized or elasticized garments). We must be able to search your waist and pockets.
5. Clothing that refers to obscenity, alcohol, drugs, prison, gangs, or sex in any form.
6. Vests, jackets, ties, scarves, camisoles, halter tops, tank tops, hooded tops, oversized or sleeveless/cap-sleeved blouses or shirts. Sleeves must be long enough that undergarments do not show. Shirts or blouses that are longer than hip length must be tucked into pants/skirt. Clothing that layers, Cardigan sweater's may be authorized with special permission.
7. Culottes, shorts, cut-offs, cargo pants, painter pants, hip-huggers, pedal pushers/capris, stirrup, jogging, baggy, overly long, deep pocketed pants or any pants with elastic closures at the bottom of the leg. Clothes that layer, button sweaters (need approval).
8. Flip flops (any shoe that goes between the toes), shower shoes, slippers, or quilted snow or foul-weather style boots or shoes, Shoes that have light's.
9. Dresses or skirts with hemlines higher than 1 inch above the center of the knee or slits higher than 1 inch above the center of the knee.
10. Wrap-around clothing with full-length openings, button down skirts, shirts/blouses with full zippers, or dresses or skirts too tight to allow officers to easily search the inner leg.
11. Camouflage or fatigue clothing.
12. Bibbed attire, jumpers, or coveralls.
13. Money belts or belts with compartments.
14. Jewelry that hides other items (e.g., broaches, locket, pins, or jewelry that looks like a key).
15. Headgear or hair ornamentation including wigs and hair extensions. Exceptions subject to approval by the Sergeant/Supervisor.

Any item considered being a threat to the security and safety of inmates, visitors, or considered offensive, staff as determined by the Superintendent/designee, will prevent your visit:

It is recommended that you bring other pieces of attire to change into in the event the clothes you are wearing do not meet the dress requirements. Additional pieces of attire must be kept in your vehicle or in a locker at the Main Gate or West Complex.

Items for Infants and Toddlers

Items for infants and toddlers must be carried in a clear plastic bag or container.

- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware-type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon. Feeding must take place in designated areas.
- Two bibs.
- One pacifier or teething object.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.
- Baby wipes must be transferred to zip lock plastic bag prior to visit.

COURTESY DURING VISITS

It is the intent of the Department of Corrections to maintain visiting programs which help inmates preserve positive ties with family and friends. Cooperation by all individuals is essential. The following visit room guidelines are in place to ensure that visits are a pleasant experience for all:

- All persons participating in the visit program are expected to conduct themselves in a respectful and responsible manner.
- Personal property will not be held by Correctional Officers or any other staff member.
- Inmates are prohibited from handling any visitor property or money.
- A brief hug and kiss are permitted at the beginning and conclusion of the visit.
- During the visit, the only physical contact allowed is holding hands with hands in plain view. All other physical contact is not permitted during the visit.
- Conversations should remain quiet without harsh language or swearing, encouraging pleasant and caring family interaction.
- Visit areas are provided for all visitors. Please use visit room furnishing for their intended use. You will be expected to sit in your assigned seat; sit appropriately in your chair in the direction the chair is initially placed.
- Do not drape yourself over or lean or lay on the table, chairs, walls, or each other.
- Because time is limited, your focus and interactions must remain between your own visitors and family.
- Smoking and all tobacco products are prohibited.
- During visitation, money/smart card may be used for purchases from vending machines for both inmates and visitors. However, inmates are not allowed to handle money.
- Children must be under direct supervision and visual control of the visiting parent or guardian at all times, including during use of the restroom. (Inmates may supervise their visiting children while the adult visitor uses the restroom.) Roughhousing and horseplay will be stopped immediately by the visiting parent.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits.
- For safety and proper identification, upon their arrival to the visiting room at Washington State Penitentiary, inmates will turn their identification over to correctional staff.

Correctional staff will maintain control of the inmate identification until the conclusion of the visit.

- Showing affection to your children, holding and playing with your visiting child promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Grooming of children's hair may be done during visits unless visits occur in dining areas.
- Please use the provided changing areas to change children's diapers/clothing.
- No child 5 years and older will be permitted to sit on the lap of an inmate. This also applies during photos.
- At times, visits may become emotional. Should this happen, a staff may check on your visit.
- Please put away all items used during visits (i.e., games, toys, books, etc.). At the conclusion of the visit, please place trash and recyclables in provided containers.
- At the end of your visit, you must say your goodbyes at the front of the room. Visitors exit the visiting area immediately.

Games

Games are available for your use. A visitor may check out games by asking a Visiting Room Officer.

Inmate Dress Standards

- Inmates must abide by the institution dress standards.
- Inmates may bring a handkerchief and a comb to their visit.
- Jewelry – wedding rings and 1 religious piece of jewelry is permitted. Other articles of jewelry or watches are prohibited in the visiting room.

Suggestion/comment forms are available in the visit room of the facility you will be visiting.

Denial/Termination/Suspension of Visits

You can lose your visiting privileges for various reasons. Your visit will be denied if you appear to be under the influence of alcohol or any other substance, or are found to be carrying or hiding contraband items/substances. Inappropriate behavior in the visit room can also be cause for your visit to be denied or terminated. Under certain circumstances, you could lose your visit privileges for an extended period of time. Your entrance into a visit may be delayed until the next available processing time if you are not dressed in compliance with the institution visitor dress standards.

Appeals

If your visit privileges have been denied, suspended or terminated, you may submit a written appeal to the Superintendent. The Superintendent's decision will be final.

Questions

Clarification on procedures can be obtained from Visit Room Staff prior to or following your visit. If you still have questions, you may submit a written inquiry to the Public Access Sergeant.